



CITY OF HOUSTON

Job Posting

1	Applications accepted	ALL PERSONS INTERESTED
2	Job Classification	Chemist I
3	Posting Number	PN# 106935
4	Department	Health & Human Services Department
5	Division	Office of Surveillance and PH Preparedness
6	Section	Environmental Laboratory Services
7	Reporting Location	1115 S. Breaswood
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.* Some evening and weekend work will be required. *Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**
Performs entry-level chemical analysis according to clearly prescribed procedures and laboratory techniques.

CORE FUNCTIONS

- Test surface and waste water samples for CBOD and TSS/TDS parameters as approved methods. Reports analytical results in a timely manner. Assures that all the quality control procedures are performed as per the certification requirements.
- Performs analysis of wastewater and soil samples for organic parameters as per approved methods. Performs extractions and prepares contaminant-free reagents and standards.
- Performs analysis of particulate matter in air filters. Performs analysis of samples for Oil and Grease and Chemical Oxygen Demand. Reports analytical results in a timely manner.
- Performs operation and proper maintenance of various analytical instruments. Maintains relevant maintenance records for equipment.
- Participates in laboratory proficiency testing and certification programs. Assists in the preparation of SOPs and maintains other needed records for NELAC certification from the State.
- Receives, logs, and tests for pH and conductivity. Stores samples for Inorganic and Organic testing as per the protocol. Performs other tasks as needed to support bureau activities.

10 **WORKING CONDITIONS**
The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**
Requires a Bachelor's degree in Chemistry or a closely related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**
No experience is required.

13 **MINIMUM LICENSE REQUIREMENTS** None

14 **PREFERENCES**

- Computer experience an asset.
- Some evening and weekend work will be required.

15 **SELECTION/SKILLS TESTS REQUIRED** None

16 **SAFETY IMPACT POSITION** ☒ Yes ☐ No
This position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

17 **SALARY INFORMATION** **GENERAL FUNDED POSITION**
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:
Salary Range - Pay Grade 14
\$861 - \$1,159 Biweekly \$22,386 - \$30,134 Annually

18 **OPENING DATE** September 28, 2005

19 **CLOSING DATE** Open Until Filled

20 **APPLICATION PROCEDURES**
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD Phone Number (713) 837-9471.

An equal opportunity employer